



POSITION: MOBILE FOOD PANTRY COORDINATOR
PROGRAM: FOOD BANK
REPORTS TO: SENIOR DONATED FOOD PROGRAM MANAGER
STATUS: FULL TIME
RANGE: \$18.33/hr. - \$21.93/hr.
APPLY BY: MAY 4, 2018

POSITION SUMMARY

Under close supervision of the Senior Donated Food Program Manager, the Mobile Food Pantry Coordinator will establish and maintain operations of a Mobile Food Pantry. Establish procedures for distribution sites and guide and facilitate daily stocking of the food supplies. **A test will be given to determine computer literacy. Must pass test to be considered for interview.**

DUTIES & RESPONSIBILITIES

1. Oversee construction of a Mobile Food Pantry, seeking input from other mobile Food Pantry operators, the Department of Motor Vehicles, and Health Department Officials.
2. Develop Operational Procedures.
3. Establish and maintain network of partner distribution sites.
4. Establish/oversee client intake process.
5. Facilitate daily stocking of the Mobile Food Pantry with supplies.
6. Collect data that will provide for the month reporting of measures including the number of food distributions, pounds of food distributed, households served, people served, meals provided, and financial impact.
7. Oversee vehicle maintenance.
8. Supervise subordinate staff.
9. Recruit, train, and supervise volunteers needed to contribute to program success.
10. Consistently provide excellent customer service to host sites and customers that will reflect favorably on the OC Food Bank and CAP OC.

MINIMUM QUALIFICATIONS

Applicant must have the ability to:

1. Meet with public and private social service agencies and community resources available to meet child nutrition needs.
2. Plan and organize skills to develop and implement action plans.
3. Be familiar with Community, Public and Non-profit resources.
4. Have interviewing techniques: research and record keeping principles and methods.
5. Ensure computer input and data collection techniques.
6. Work effectively within demanding time constraints and/or multiple tasks. Must be detailed oriented; work accurately and efficiently on a consistent basis without assistance.
7. Be fluent verbal and written English language skills and mathematical skills sufficient to create compose or compile information and data for reports or presentations. Familiarity with Microsoft Office, WORD, EXCEL, POWERPOINT and ACCESS as well as Windows XP a plus. Position requires computer literacy and use of portable devices including PC Notebook, Printer, PowerPoint Projector, Cell Phone and Copier.
8. Regular local and out-of-county driving throughout the county and occasionally to other areas as needed.
9. Work weekends/evenings/holidays when or if needed.
10. Possess a valid California Driver's License with a driving record that meets minimum standards established by Community Action Partnership of Orange County insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.
11. Lift forty (40) pounds.
12. Must be able to work outdoors in varying temperatures and weather conditions.
13. Bending, stooping, reaching, pulling, pushing, standing, kneeling, sitting, twisting, turning, walking, and bending at the waist may be physical requirements of the job.

EXPERIENCE & EDUCATION

Minimum Required: 5 years or more directly related experience, with High School diploma.

Preferred: Bachelor's degree with 1-3 years' experience or some college and 1-3 years' experience in social services environment.

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County's website at www.capoc.org. Applications must be filed no later than 5:00 p.m. on the closing date. **Incomplete applications submitted will not be consider.**

MEDICAL EXAMINATION

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** – Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**